



## CRIMINAL JUSTICE INFORMATION SERVICES DIVISION MISSOURI STATE HIGHWAY PATROL

### JOB OPPORTUNITY BULLETIN

JOB ID: 166

**TITLE:** CJIS Trainer/Auditor II or III  
UCR Section

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**DESCRIPTION:** This CJIS Trainer/Auditor position exists within the Uniform Crime Reporting (UCR) Section assigned to the Missouri State Highway Patrol's Criminal Justice Information Services Division. The official domicile for this position is Gladstone, Missouri. This position is classified as partial-exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This entry level position is responsible for training and auditing associated with the collection, use, application, storage, and dissemination of crime statistics and criminal history record information derived from the systems of the Missouri State Highway Patrol (MSHP) and United States Department of Justice (USDOJ). This position ensures that Missouri criminal justice agencies are in compliance with all statutory and federal laws, as well as the policies set forth in the FBI CJIS Security Policy, FBI National Crime Information Center (NCIC), and FBI National UCR Program. In addition, the position requires a highly professional, technically skilled, computer literate, and responsible individual who possesses the ability to work independently outside the division headquarters. The employee assigned to this position exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided to ensure conformance with the division's established rules, policies, and procedures.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

**QUALIFICATIONS:** **Trainer/Auditor II:** Possess a Bachelor's Degree from an accredited college or university and two years of work experience utilizing the knowledge, skills, and abilities associated with this position. Duties involving public speaking, administration, training, curriculum development, and policy and procedure experience is preferred, but not required. Employees within the Missouri State Highway Patrol's Criminal Justice Information Services Division may substitute comparable work experience on a year-for-year basis for the required education. **Trainer/Auditor III:** Possess a Bachelor's Degree from an accredited college or university and two consecutive years as a CJIS Trainer/Auditor II within the UCR Unit of the Missouri State Highway Patrol's Criminal Justice Information Services Division. Duties involving public speaking, administration, training, curriculum development, and policy and procedure experience is preferred, but not required.

**POSTING DATE:** August 27, 2015

**CLOSING DATE:** September 11, 2015

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,564.50; however salary may be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Individuals, including current Patrol employees, interested in this position must visit our website at [www.mshp.dps.mo.gov](http://www.mshp.dps.mo.gov) to complete and submit an [application for civilian employment](#) prior to the application deadline. Applicants with the necessary educational qualifications must also upload a copy of their college transcripts to the online application system. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interview boards are tentatively scheduled for the week of September 28, 2015. The tentative start date for this position is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

**NOTE:** Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test and favorable background investigation.

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

**\*\*\*Missouri State Highway Patrol\*\*\***

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